

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2023
Major: Management Information System
Selected Course:

Micro and Macroeconomics	Risk Management
Marketing management	Cloud Architecture
Web Application Development	Data and Analytics

ACTIVITIES & AWARDS:

Volunteer, *Northeast Regional Library* (2015-2019)
Recipient, *Bailey Williams Award* (2016-2019)
Recipient, *Garrett FSBM Scholarship* (2020-2021)

EXPERIENCE:

Super Queen Nails and Spa, Warminster, PA March 2020– present
Assistant Manager, organization applicant

- Create, modify, and examine business contract between both B2B and B2C parties.
- Submit grant and loan applications on behalf of the organization: arrange firm statistic; examine tax return; calculate yearly revenue.
- Resolved consumer needs and provide quality services while upholding store standards to ensure consumer satisfaction.
- Conduct basic managerial accounting tasks such as, organize, calculate, and record account receivable with possible refund transactions to ensure accurate cash flow.

J&B CONSTRUCTION LLC, Philadelphia, PA January 2018-present
Invoice Clerk

- Handle incoming and outgoing invoices for clients which include business services, materials, and labor through data analytics.
- Organize, calculate, and record account receivables, account payable, fixed costs, and variable costs.
- Prevent incomplete fund through examination such as follow-up charges, interest, and additional charges
- Process request of refund, changes of an invoice, in accordance with company policy as well as resolving billing errors.

SKILLS & LANGUAGES:

- Fluent in Mandarin, Fujianese
- Proficient in G suite and MS Office
- Proficient with POS system